



**HEALTH SERVICES  
PROFESSIONAL ADVISORY COMMITTEE (HSPAC)**  
*Multidisciplinary in Approach, Connected by Service, Advancing Public Health*

## HSPAC Career Development Subcommittee



Career Development

### eOPF Upload Guidance Document

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**HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE**  
**HSPAC Career Development Subcommittee**  
eDOC-U Upload Guidance Document



## INTRODUCTION

### INTRODUCTION

The [HSPAC Career Development Subcommittee](#) supports the career and professional growth and development of Health Services Officers throughout their career in the Commissioned Corps.

### PURPOSE

The Career Development Subcommittee has developed the **eOPF Upload Guidance Document** to provide assistance and guidance to HSOs on how to best represent documents submitted to their [electronic Official Personnel Folder \(eOPF\)](#).

### GETTING TO KNOW YOUR eOPF

This section includes information on how to access your **eOPF** and instructions for using [electronic Document Upload \(eDOC-U\)](#) to submit documents into your eOPF.

### eDOC-U Upload Sections and Instructions

Description of the various document sections of the eDOC-U and instructions for uploading your documents by type and date.

## GETTING TO KNOW YOUR eOPF

### ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF)

Documents should be uploaded to your eOPF by logging into the [Officer Secure Area \(OSA\)](#). For more information about your eOPF, including eOPF Overview and FAQs, visit [Electronic Official Personnel Folder](#) information page.

- [eOPF Frequently Asked Questions](#)
- For tips on [eOPF Preparation for Promotion Boards](#) and information about the eOPF process please visit the eOPF webpage under the Officer Support tab.
- For eOPF processing status and important announcements, please visit the [eOPF status webpage](#) under the Officer Support tab.

### eDOC-U INSTRUCTIONS

**Electronic Document Upload (eDOC-U)** is a method for officers to submit specific documents to Commissioned Corps Headquarters (CCHQ) electronically. It replaces fax submissions for most eOPF documents. The eDOC-U process is not an immediate document upload to your eOPF. Once you upload documents, they are viewed and filed into your eOPF by Commissioned Corps Headquarters (CCHQ) staff. For more information, visit the [eDOC-U User Guide](#)<sup>1</sup>. The Guide includes important information regarding documents that are NOT included in each category.

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<sup>1</sup> Last updated on 1 OCT 2018

### **Uploading Documents**

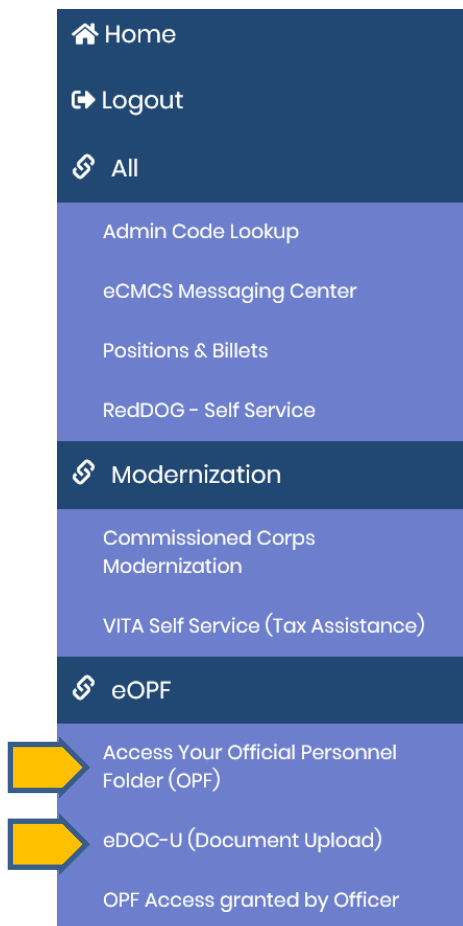
1. Log on to CCMIS Officer Secure Area at <https://dcp.psc.gov/OSA/>
2. On the left-hand navigation bar under “eOPF” → Select “**eDOC-U (Document Upload)**”, you will be directed to the Upload Documents screen.
3. Make sure “**I want to receive a notification email**” is checked.
4. Select “Document Category” → Select “Document Type” → Enter a date associated with the document → Click “Browse” and select the document for upload → Click “**Upload**”

NOTE: The screen contains important information related to the status of previous uploads. An on-screen message indicates how many documents you currently have in the electronic file room queue for processing.

### **Viewing Documents**

1. On the left-hand navigation bar under “eOPF”, click on “**Access Your Official Personnel Folder (OPF)**”
2. Click on “**Search eOPF**”
3. On the next screen, OPF Section, select the document you would like to view

Below is a screenshot of the navigation bar within the Officer Secure Area:



## eDOC-U UPLOAD SECTIONS

Document Category: eOPF, Medical and Readiness

### eOPF (Drop Down)

#### A

- Agency/Category Award
- Appointment

#### B

- Board Certification/Credential
- BRS Training Certificate

#### C

- Certificate of Appreciation
- Certificate of Completion
- Continuing Education Summary Sheet
- Counseling Form A
- Counseling Form B

- Curriculum Vitae

#### H

- HHS-520 Request for Approval of Outside Activity

#### L

- Letter of Appreciation
- Licensure

#### O

- Officer Statement

#### T

- TDY without POs
- Telework Agreement
- Transcript (Unofficial)

### Medical (Drop Down)

#### I

- Immunization

#### M

- Medical Board Records
- Medical Records

#### P

- Physical Exam Documents

#### R

- Report of Medical History (Annual)
- Request for Information
- Request for Medical Waiver

#### S

- Sick Leave Medical Documentation

### Readiness (Drop Down)

#### A

- ACLS Certification
- Annual Physical Fitness Test 7044
- ATLS Certification

#### B

- BLS Certification

#### P

- PALS Certification

#### T

- Training

#### V

- Verified Weight Report 7044-1

#### W

- Weight Management Plan

## eDOC-U Upload Instructions

Document Category: eOPF

\*Non-medical documents, not including Readiness, for inclusion in your Official Personnel Folder (eOPF)\*

### A

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Agency/Category Award</b>  <i>Note: USPHS Awards will be handled by CCHQ</i>	Awards received by agencies, categories or SG appointed groups that are determined by a formal process. Must be in document form.	<ul style="list-style-type: none"> <li>• Select <b><u>Agency/Category Awards</u></b></li> <li>• For “Agency Award”, specify award type from the drop-down menu</li> <li>• Document date is date of issuance on the document</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	PHS Awards & Non-PHS Awards  <i>Note: USPHS Awards will also show</i>
<b>Appointment</b>	Appointment letter to an elected position in a PAC, Appointment letter by the Surgeon General.	<ul style="list-style-type: none"> <li>• Select <b><u>Appointment</u></b></li> <li>• Document date is date of the letter or date appointed, if the letter is not dated</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	PHS Support Activities Documents

**B**

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Board Certification/ Credential</b>  <i>Note: This will not fulfill the Board Certificate pay requirement for Certificate submission.</i>	A Board Certification is an advanced credential that goes beyond state licensure earned by process of examination by a recognized board of specialists in that professional field. Each certification and credential must be uploaded separately (i.e. You have two separate board certifications from different credentialing bodies). Use the official acronym when typing in the name of the Credentialing body.	<ul style="list-style-type: none"> <li>• Select <b><u>Board Certification/Credential</u></b></li> <li>• Provide Certifying State</li> <li>• Provide Certifying Body</li> <li>• Provide License Number</li> <li>• Document date is expiration date of the document. If only month and year are present (no day), please use the last day of the month listed.</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	Licenses, Credentials & Certificates
<b>BRS Training Certificate</b>	Blended Retirement System Training Certificate	<ul style="list-style-type: none"> <li>• No document type drop-down.</li> <li>• If electing to Opt-In, send certificates and the Statement of Understanding to CCHQ</li> </ul>	<b>Not Available</b>

**C**

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Certificate of Appreciation</b>	Most Certificates. Certificates awarded as a thank you or to show appreciation, including Surgeon General's Fitness Roll Call certificates	<ul style="list-style-type: none"> <li>• Select <b><u>Certification of Appreciation</u></b></li> <li>• Document date is date certificate was awarded</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	PHS Support Activities Document
<b>Certificate of Completion</b>	Certificates awarded within the last 7 years for completing continuing education classes, conference CE summaries, and other courses or trainings. Combine and submit all documents for one year in one upload.	<ul style="list-style-type: none"> <li>• Select <b><u>Certificate of Completion</u></b></li> <li>• Document date is date of the last CE received for the year of upload</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	Continuing Education Documents
<b>Continuing Education Summary Sheet</b> <i>Note: Not required for HS Category</i>	<i>Not required for HS Category</i>	<i>Not required for HS Category</i>	<i>Not required for HS Category</i>
<b>Counseling Form A</b>	Completed and signed Counseling Form A.	<ul style="list-style-type: none"> <li>• Select <b><u>Counseling Form A</u></b></li> <li>• Document date is signature date of counselor</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	Confidential Documents



<b>Counseling Form B</b>	Completed and signed counseling form B.	<ul style="list-style-type: none"> <li>• Select <b><u>Counseling Form B</u></b></li> <li>• Document date is signature date of counselor</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	Confidential Documents
<b>Curriculum Vitae (CV)</b> <i>Note: Only HSPAC Formatted CV</i>	Only PHS CVs in the HSPAC specific format.	<ul style="list-style-type: none"> <li>• Select <b><u>Curriculum Vitae</u></b></li> <li>• Document date is date listed on CV or December 31<sup>st</sup> of that year</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	Curriculum Vitae

## H

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>HHS-520 Request for Approval of Outside Activity</b>	Completed and signed HHS-520 form.	<ul style="list-style-type: none"> <li>• Select <b><u>HHS-520-Request for Approval of Outside Activity</u></b></li> <li>• Document date is signature date of final approving official</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	Outside Activity Documents

## L

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Letter of Appreciation</b>	Formal appreciation and thank you letters on letterhead received within the year. Combine and submit all.	<ul style="list-style-type: none"> <li>• Select <b><u>Letter of Appreciation</u></b></li> <li>• Document date is date the letter was written</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	PHS Support Activities Documents

<b>Licensure</b>	License certification	<ul style="list-style-type: none"> <li>• Select <b><u>Licensure</u></b></li> <li>• Provide Certifying State</li> <li>• Provide Certifying Body</li> <li>• Document date is expiration date of the document. If only month and year are present (no day), please use the last day of the month listed.</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	Licenses, Credentials & Certificates
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## O

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Officer Statement (OS)</b>	Officer Statement must be on the correct form for the promotion year and signed by the officer.	<ul style="list-style-type: none"> <li>• Select <b><u>Officer Statement</u></b></li> <li>• Document Date is January 31 of the promotion year</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	COER Documents

## T

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>TDY without Personnel Orders (PO)</b>	Documentation of detail within current agency; assigned to another location outside of agency for a period shorter than 90 days.	<ul style="list-style-type: none"> <li>• Select <b><u>TDY without POs</u></b></li> <li>• Document date is date of the memo</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	Personnel Orders

<b>Telework Agreement</b>	Documentation of approved Telework agreement.	<ul style="list-style-type: none"><li>• Select <b><u>Telework Agreement</u></b></li><li>• Document date is date signed by final approving official</li><li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li></ul>	Personnel Orders
<b>Transcript (Unofficial)</b>	Transcripts from unofficial sources such as electronic transcript printouts.	<ul style="list-style-type: none"><li>• Select <b><u>Transcript (Unofficial)</u></b></li><li>• Document date is date of transcript creation or issuance</li><li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li></ul>	Continuing Education

## eDOC-U Upload Instructions

### Document Category: Medical<sup>2</sup>

\*Medical documents for inclusion in your Medical Folder and for transmission to Medical Affairs Personnel\*

#### I

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Immunizations</b>  <i>Note: Immunization information is located on the <a href="#">Immunizations webpage</a></i>	Documentation of influenza immunization; documentation of all other immunizations except influenza.	<ul style="list-style-type: none"> <li>• Select <b><u>Immunization</u></b></li> <li>• Document date is date of most recent immunization on the form.</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	Medical Readiness on Officer Dashboard

#### M

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Medical Board Records</b>  <i>Note: Information about medical boards is located at <a href="#">CCPM49_3_1.pdf file</a></i>	Only use this if the Medical Review Board Staff requested submission of medical records.	<ul style="list-style-type: none"> <li>• Select <b><u>Medical Board Records</u></b></li> <li>• Document date is date of services performed</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	See Footnote 2.

<sup>2</sup> MEDICAL document submission options in eDOC-U were expanded on July 6, 2018. Additional information will be incorporated into this document as it is available.

<b>Medical Records</b>  <i>Note: Separate each upload by the date of services performed.</i>	Medical records to update PHS Medical file.  NOT TO BE USED for documents related to your periodic physical examinations.	<ul style="list-style-type: none"> <li>• Select <b><u>Medical Records</u></b></li> <li>• Document date is date of services performed</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	See Footnote 2.
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## P

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Physical Exam Documents</b>  <i>Note: Upload all records as one PDF document.</i>	Only upload documents related to your periodic physical (e.g. currently required 5-year physical).	<ul style="list-style-type: none"> <li>• Select <b><u>Physical Exam Documents</u></b></li> <li>• Document Date is date provider signed the document. For officers who got their physical at a MTF that splits the process into parts, enter the date when the first part was completed.</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	See Footnote 2.

## R

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Report of Medical History (Annual)</b>  <i>Note: If part of your periodical physical (e.g. currently required 5 year physical) upload through Physical Exam Documents Section.</i>	Only for updated report of Medical History and related medical documentation (e.g. currently required updated history for permanent position). The Report of Medical History (DD-2807-1) should also be used to update Medical Affairs on new diagnoses or treatments.	<ul style="list-style-type: none"> <li>• Select <b><u>Report of Medical History</u></b></li> <li>• Document date is date that the medical history form was completed</li> <li>• <b><u>"Browse"</u></b> to choose file and <b><u>"Upload"</u></b></li> </ul>	See Footnote 2.
<b>Request for Information</b>  <i>Note: It can take up to 30 business days to process your request. Information request forms are located at <a href="#">Forms webpage</a></i>	Request from officers for their records or officer copy of VA request for records.	<ul style="list-style-type: none"> <li>• Select <b><u>Request for Information</u></b></li> <li>• Document date is date the request form is completed</li> <li>• <b><u>"Browse"</u></b> file and <b><u>"Upload"</u></b></li> </ul>	See Footnote 2.

<b>Request for Medical Waiver</b>  <i><b>Note:</b> The Medical Waiver Request form and detailed information on submitting a request are located at: <a href="#">Medical Waiver Program</a></i>	Medical Waiver Request from with supporting medical documentation. Upload request and supporting documentation in one document.	<ul style="list-style-type: none"> <li>• Select <b><u>Request for Medical Waiver</u></b></li> <li>• Document date is date of request</li> <li>• <b><u>“Browse”</u></b> to choose file and <b><u>“Upload”</u></b></li> </ul>	See Footnote 2.
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## S

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Sick Leave Medical Documentation</b>  <i><b>Note:</b> A medical report is required every 30 days if an officer is on extended sick leave.</i>	<p>Only use if you have been on sick leave for 30 or more days or you are contacted by Medical Affairs requesting additional medical records.</p> <p>Examples reports include physician’s medical report, pertinent health records related to use of sick leave.</p>	<ul style="list-style-type: none"> <li>• Select <b><u>Sick Leave Medical Documentation</u></b></li> <li>• Document date is date of services performed</li> <li>• <b><u>“Browse”</u></b> to choose file and <b><u>“Upload”</u></b></li> </ul>	See Footnote 2.

## eDOC-U Upload Instructions

### Document Category: Readiness <sup>3</sup>

*\*Readiness-related documents for inclusion in your electronic Official Personnel Folder (eOPF)\**

#### A

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>ACLS Certification</b>	Advanced Cardiac Life Support Certification Card	<ul style="list-style-type: none"> <li>• Select <b><u>ACLS Certification</u></b></li> <li>• Select Certification Organization</li> <li>• Document date is expiration date of certification</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	BLS/ACLS/PALS Certifications
<b>Annual Physical Fitness Test (APFT) 7044-Web Application</b>	Signed APFT form	<ul style="list-style-type: none"> <li>• Select <b><u>APFT 7044-Web Application</u></b></li> <li>• Select Physical Fitness and add fitness level information</li> <li>• Document date is exam date</li> <li>• Upload Verified APFT form to eDOC-U through web application</li> </ul>	Red Dog Self-Service
<b>ATLS Certification</b>	Advanced Trauma Life Support Certification card	<ul style="list-style-type: none"> <li>• Select <b><u>ATLS Certification</u></b></li> <li>• Select Certification Organization</li> <li>• Document date is expiration date of certification</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> <li>•</li> </ul>	BLS/ACLS/PALS Certifications

<sup>3</sup> READINESS document submission options in eDOC-U were expanded. Additional information will be incorporated into this document as it is available.



## B

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>BLS Certification</b>	Basic Life Support document	<ul style="list-style-type: none"> <li>• Select <b><u>BLS Certification</u></b></li> <li>• Select Certification Organization</li> <li>• Document date is expiration date of certification</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	BLS/ACLS/PALS Certifications

## P

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>PALS Certification</b>	Pediatric Advanced Life Support Certification Card	<ul style="list-style-type: none"> <li>• Select <b><u>PALS Certification</u></b></li> <li>• Select Certification Organization</li> <li>• Document date is expiration date of certification</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	BLS/ACLS/PALS Certifications

## T

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Training</b>	Training Certificates	<ul style="list-style-type: none"> <li>• Select <b><u>Training</u></b></li> <li>• Enter Training Name</li> <li>• Document date is Completion date</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	Red Dog Self-Service

## V

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Verified Weight Report 7044-1</b>  <i>Note: Information about Retention Weight Standards is available on the <a href="#">Corps Retention Weight Standards webpage</a></i>	<a href="#">Verified Weight Report 7044-1</a> . This form must be submitted as supplement to APFT if “taping” is required or as a quarterly progress report	<ul style="list-style-type: none"> <li>• Select <b><u>Verified Weight Report 7044-1</u></b></li> <li>• Enter Height, Weight, and BMI</li> <li>• Document date is date form signed</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	Red Dog Self-Service

## W

eOPF Document Type (From Drop Down)	Type of Documents You Can Upload	Instructions for Uploading	OPF Section Used to View Document
<b>Weight Management Plan</b>  <i>Note: Information on documentation requirements can be found at <a href="#">POM 18</a>. Documents uploaded through this option are reviewed by Medical Affairs</i>	<a href="#">Verified Weight Report 7044-1</a> . If your Body Mass Index is less than 19.0 kg/m <sup>2</sup> or greater than 30.0 kg/m <sup>2</sup> , use this to submit documentation required by POM 821.66, “Retention Weight Standards.”	<ul style="list-style-type: none"> <li>• Select <b><u>Weight Management Plan</u></b></li> <li>• Signed 7044-1 Form</li> <li>• Document date is date form is signed</li> <li>• “<b><u>Browse</u></b>” to choose file and “<b><u>Upload</u></b>”</li> </ul>	See Footnote 3

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